

EXAMPLE

3. Needs Assessment

Currently we are using technology for communication among all staff with the use of email and web pages. Each key staff person has either a desktop or laptop computer. The kitchen has one computer for everyone to share and the maintenance staff has one computer as well.

Every teacher has a web page where assignments and class activities are posted. Parents are given these web page addresses and encouraged to use the pages to keep up with their children's schoolwork.

We have scheduled class time for three levels of basic computer skills including typing. We also send our teachers to two technology professional development classes each year. Teachers at present are also incorporating the use of technology into the core classes.

In the spring of 2004 we surveyed our school staff, students grades K-12, parents, alumni, and members of the business community. The assessments covered input in the areas of what is now being used for hardware, what is now being taught, how much time is spent individually each day on a computer, what is seen as being needed in the future for hardware, software, curriculum integration and classes to prepare for the future.

After analyzing the data gathered the technology committee formulated the following goals and objectives.